

## **MEMORANDUM**

**Date:** June 16, 2003

**To:** First Round, 2003 Applicants

**From:** Jeanne Peterson, Executive Director

**Re:** Guidelines for Re-applications for TCAC's 2<sup>nd</sup> Funding Round of 2003

It is possible that unsuccessful 1<sup>st</sup> round applicants will want to re-apply for the 2<sup>nd</sup> funding round of 2003. In some cases, there may be no change at all to the application that was submitted for Round 1, in other cases, there may be only minor changes, and in still other cases, there may be substantial changes. This memo is intended to serve as a guideline if you do plan to resubmit in Round 2. Should you have questions, please don't hesitate to contact the Committee. The burden will be on the applicant to assure that the documents and supporting materials remain timely and that any updates are received in accordance with the timeframes in this memo.

- Applicants that will make NO changes to their first round application may have their applications considered by completing and mailing or faxing this form, to be received by TCAC no later than 5 pm, July 16, 2003. No additional application fees will be required.
- Applicants whose only change to the application submitted in Round 1 is related to Neighborhood Revitalization, Balanced Communities, GP or Management Experience (where there is no change to either the general partner or the management company), Site or Service Amenities, Sustainable Building, or updating of a market study to reflect awards made in 2003, may also have their applications considered without additional charge, so long as they complete and mail or fax this form to the Committee and it is received by TCAC no later than 5 p.m., July 16, 2003, together with the entire re-submissions for the items listed below (not just the supplemental materials).
- Applicants with other changes to their first round applications, including any numbers (sources and uses, for example), any time sensitive documents that might be outdated (excluding title reports that were timely for the first round and where there has been no change), credit/basis requested, etc., must submit one entirely new application and pay \$1,000.

- If a first round applicant changes its unit size, configuration, or housing type, the application fee of \$2,000 must be submitted, accompanied by an original **and** a copy of the application. **Note: The maximum size limitation has changed for the second funding round of this year. Please consult the regulations to see if you meet the requirements for continuing to submit at the earlier, larger unit limitation. If you do not, you must resubmit two copies of your application and pay the \$2,000 fee.** If there are such changes as noted in this paragraph, please remember that the market study must also be updated to reflect those changes. The deadline for submission of these applications is 5 p.m., July 24, 2003.

The burden is on the applicant to make sure that all documents are up to date within the permitted time frames.

Please accept this notice as an official request to have the below application re-submitted for TCAC's second funding round of 2003. Check as applicable.

\_\_\_\_\_ There are no changes to the 1<sup>st</sup> round application.

The following changes are the only changes to the 1<sup>st</sup> round application: (check as applicable). If you are changing only items listed below, but are unable to meet the July 16 deadline, you must submit one entirely new application and pay the applicable \$1,000 fee.

\_\_\_\_\_ New Neighborhood Revitalization submission  
 \_\_\_\_\_ New Site Amenities submission  
 \_\_\_\_\_ New Service Amenities submission  
 \_\_\_\_\_ New GP experience submission (only if same gp as in 1st round)  
 \_\_\_\_\_ New Man. experience submission (only if same company as in 1<sup>st</sup> round)  
 \_\_\_\_\_ New Balanced Communities submission  
 \_\_\_\_\_ Update to Market Study to reflect award(s) made in market area in 2003  
 \_\_\_\_\_ Sustainable Building

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Development Name

By \_\_\_\_\_

\*CA-2003 \_\_\_\_\_

TCAC 1<sup>st</sup> Round Number

Its \_\_\_\_\_

**Note:** \*You must include the 1<sup>st</sup> funding round TCAC number if you are completing this form.